



STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES

P.O. Box 803  
Trenton, New Jersey 08625-0803



**APPLICATION FOR A CERTIFIED COUNTY FINANCE OFFICER CERTIFICATE**

(N.J.S.A. 40A:9-28.1 et seq.)

A check or money order in the sum of \$50 payable to the "State Treasurer" must accompany this application.

**THE APPLICATION FEE IS NOT REFUNDABLE**

This application must be filed with the Division of Local Government Services not less than (30) days prior to the announced date of the examination. (See Page 5 for instructions.)

Application of: \_\_\_\_\_ (\_\_\_\_\_)  
First Middle Last (County of Residence)

Home Address: \_\_\_\_\_  
Street City State Zip Code

Telephone Number: Work ( ) \_\_\_\_\_ Home ( ) \_\_\_\_\_

1. Date and Place of Birth: \_\_\_\_\_  
Mo. Day Yr. City State Country

2. Are you a citizen of the United States? Yes ☐ No ☐ Born ☐ Naturalized ☐

If you are a naturalized citizen, state when and where naturalized:

3. Give names and addresses of 2 persons not related to you who will furnish references as to your moral character.

A. \_\_\_\_\_

B. \_\_\_\_\_

4. Have you ever been convicted of any crime? Yes ☐ No ☐

If YES, state details as to each conviction giving the date thereof, nature of crime, court in which conviction was entered, and sentence imposed:

5. High School Education (See Instruction No. 5)

A. Name and location of last high school attended: \_\_\_\_\_

B. Did you receive a diploma representing graduation from high school?

Yes ☐ No ☐ Year graduated: \_\_\_\_\_

C. If the answer to Question 5B is NO, do you possess a high school equivalent certificate approved by the State Commissioner of Education?

Yes ☐ No ☐

State in which issued: \_\_\_\_\_ Date of issue: \_\_\_\_\_

6. College Education **(Proof of college education must accompany this application.)** If qualifying on basis of education alone, degree must be in accounting, business administration or equivalent. Up to two years (60 credits) of college education may be substituted for two years of county finance officer experience. (See instructions.)

A. Name and location of college or university attended and dates of attendance:

College/University	Location	From	To
		Month/Year	Month/Year

B. Did you graduate? No ☐ Yes ☐ Degree(s) attained:

7. County Finance Officer experience. (List title, county and dates. All experience must be certified. See sections 10 and 11.)



**NOTE:** Credit for four years of full-time experience listed below may be allowed in lieu of a four-year college degree. If additional space is needed, attach rider.

County: _____	Address: _____		
Title: _____	From: _____	To: _____	

County: _____	Address: _____		
Title: _____	From: _____	To: _____	

County: _____	Address: _____		
Title: _____	From: _____	To: _____	

County: _____	Address: _____		
Title: _____	From: _____	To: _____	

County: _____	Address: _____		
Title: _____	From: _____	To: _____	

County: _____	Address: _____		
Title: _____	From: _____	To: _____	

County: _____	Address: _____		
Title: _____	From: _____	To: _____	

8. Do you hold a current New Jersey license as a Registered Municipal Accountant? Yes ☐ No ☐

If so, give License No. \_\_\_\_\_ Date of Issue \_\_\_\_\_

Do you hold a New Jersey license as a Certified Municipal Finance Officer? Yes ☐ No ☐

If so, give License No. \_\_\_\_\_ Date of Issue \_\_\_\_\_

9. Please submit copies of Certificates of Satisfactory Completion of the following required Rutgers University Training Program courses:

- |   |  |
|---|--|
| 1. Municipal Finance Administration         | 5. Municipal Capital and Trust Fund Accounting   |
| 2. Municipal Budget Preparation and Control | 6. County Fiscal Operations                      |
| 3. Municipal Current Fund Accounting I      | 7. Principles of Financial Management            |
| 4. Municipal Current Fund Accounting II     | 8. Preparation of the Annual Financial Statement |

NOTE: A Registered Municipal Accountant need only submit a copy of the Certificate of Satisfactory Completion of Principles of Financial Management and County Fiscal Operations. Applicants holding a Certified Municipal Finance Officer Certificate see instruction no. 1(i) for specific applicability.

DOES YOUR CHECK OR MONEY ORDER IN THE AMOUNT OF \$50 PAYABLE TO THE  
"STATE TREASURER" ACCOMPANY THIS APPLICATION?

Yes ☐ No ☐

DECLARATION OF APPLICANT:..... I certify that the responses made in this application are correct and complete.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

10. **CERTIFICATION OF YEARS OF SERVICE** (If experience was in more than one county, then the clerk of the County Board of Chosen Freeholders for each county must complete this certification.)

I, \_\_\_\_\_, certify that  
*Name of Clerk, County Board of Chosen Freeholders*

\_\_\_\_\_, served as a "County

Finance Officer" as defined in N.J.S.A. 40A:9-28.1 et seq., for the County of

\_\_\_\_\_ during the

period of \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Clerk of the Board of Chosen Freeholders*

\_\_\_\_\_  
*County*

11. **CERTIFICATION OF COUNTY FINANCE OFFICER DUTIES**

Please have the chief financial officer in the county fill in the information below certifying that you perform the duties of the position(s) listed in Section 7 on a full-time basis. If you are currently in the position of chief financial officer, then your immediate supervisor(executive, administrator, etc.) should complete this form. If you acquired the full-time experience in more than one county, then you must have this form completed for each county.

I, \_\_\_\_\_, certify that \_\_\_\_\_  
(Name ) (Name of Applicant)

has performed the duties for the corresponding position listed herein.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(County)

**WHO MAY FILE AN APPLICATION**

1. Any person who satisfies the requirements listed below may file an application:

- a. Applicant must be a citizen of the United States;
- b. Applicant must be at least 21 years of age;
- c. Applicant must be of good moral character;
- d. Applicant must have obtained a certificate or diploma issued after at least four years of study at an approved secondary school or have received an academic education considered and accepted by the Commissioner of Education of this State as fully equivalent;
- e. Applicant must have graduated from a four-year course of study at a college of recognized standing, with a major course of study in business administration, accounting, or equivalent subject area. For this requirement, applicant may substitute four years of full-time experience in a position as a county finance officer (see definition below) in any county. Full-time experience shall be considered as the normal operating hours of the finance department within the county. Applicants who do not have four years of full-time experience in one of these positions may substitute one year of college education for one year of full-time experience, up to a maximum of two (2) years of college education. One year of college education shall be considered as equivalent to 30 college credits;
- f. Applicant must have at least two (2) years of experience as a county finance officer.
- g. Applicant shall also furnish proof of successfully completing the following training courses as administered by Rutgers, the State University or the Division of Local Government Services:
  1. Municipal Finance Administration
  2. Municipal Budget Preparation and Control
  3. Municipal Current Fund Accounting I
  4. Municipal Current Fund Accounting II
  5. Municipal Capital and Trust Fund Accounting
  6. County Fiscal Operations
  7. Principles of Financial Management
  8. Preparation of the Annual Financial Statement
- h. A Certified County Finance Officer Certificate shall be issued to any person who is licensed as a Registered Municipal Accountant in the State of New Jersey who shall make application, and who shall furnish proof that he has received a certificate indicating satisfactory completion of, or is an instructor of a training course in, Principles of Financial Management, and County Fiscal Operations, as provided by Rutgers, the State University or by the Division of Local Government Services. Submit copy of current Registered Municipal Accountant license. Also submit proof of completion of a four-year course of study at a college or university of recognized standing;

OR

A Certified County Finance Officer Certificate shall be issued to any person who is a certified municipal finance officer in the State of New Jersey and furnishes proof that he successfully took and passed the examination for such certification as provided under N.J.S.A. 40A:9-140.2, and that he has received a certificate indicating satisfactory completion of training courses in Preparation of the Annual Financial Statement, and county fiscal operations. Proof shall include a copy of the applicant's certified municipal finance officer certificate, and certificates of completion of the two courses.

- i. "County Finance Officer" means a county director of finance, assistant director of finance, fiscal officer, comptroller, assistant comptroller, treasurer, assistant treasurer or deputy treasurer, or other position involved in the day to day conduct of fiscal operations of county government, who is not a member of the governing body of a county.

**HOW TO FILE**

2. One copy of the application must be completed and signed. All questions must be answered fully. A check or money order in the sum of \$50 payable to the "Treasurer, State of New Jersey," must be attached; do not send cash. Necessary proofs should be attached. An application shall not be deemed to be filed unless the form is properly completed and the fee and proofs are attached. The completed application must be filed with the Division of Local Government Services not less than (30) days prior to the announced date of the examination.

Mail application to:

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
CERTIFICATION UNIT  
P.O. Box 803  
TRENTON, NJ 08625-0803**

3. Upon review of the application, the Director of the Division of Local Government Services may require filing of additional statements and proofs.

**COMPLETING FORM**

4. Sections 1-4: Applicant will supply information relating to citizenship, age and moral character.
5. Section 5: Applicant will supply information relating to high school education. Persons desiring information relating to high school equivalency certificates may write to:

DEPARTMENT OF EDUCATION  
DIVISION OF ADULT EDUCATION  
GED TESTING  
P.O. Box 500

6. Section 6: Applicant will supply information relating to college or university education. See instruction 1(e). If applicant has graduated from a four-year college course of study in business administration, accounting, or equivalent subject area, proof of graduation must be submitted with the application. Proof may consist of a diploma, a reproduction thereof, a verified true copy thereof, or a transcript of applicant's academic record.  
If the number of years of college education reported in Section 6 is less than four years, a transcript of applicant's academic record must be submitted with the application. See instruction no. 1(e) for allowable substitution of equivalent experience for college education.
7. Section 7: Applicant shall furnish proof relating to full-time experience as a county finance officer. See definition under instruction no. 1(i). Full-time experience shall be considered as the normal operating hours of the finance department within the county. Certification of years of service and duties performed must be provided. See instruction nos. 10 and 11. All applicants must show two years of experience as a county finance officer, except those qualifying under instruction numbers 1(h).
8. Section 8: If a Registered Municipal Accountant and/or a Certified Municipal Finance Officer, Section 8 must be completed.
9. Section 9: Submit copies of certificates of completion of required courses. See instruction no. 1(g).
10. Section 10: Clerk to the Board of Chosen Freeholders shall complete Section 10, certifying total years of service as a county finance officer. This section must be completed for each county from which applicant gained the appropriate experience. Copies may be made of this section, if needed.
11. Section 11: Chief Financial Officer shall complete section 11, certifying duties performed as a county finance officer. If applicant is currently working in the position of chief financial officer, then immediate supervisor (executive, administrator, etc.), should complete this section. This section must be completed for each county from which applicant gained the appropriate experience. Copies may be made of this section, if needed.